

Visiting Research Laboratory Coordinator  
Department of Kinesiology and Community Health  
College of Applied Health Sciences  
University of Illinois at Urbana-Champaign

The Department of Kinesiology and Community Health at the University of Illinois at Urbana-Champaign is seeking a qualified applicant to fill a 100% time, 12-month position as a Visiting Research Laboratory Coordinator (there may be the option to become permanent in the future). Primary responsibilities will include coordination of active research laboratories (namely, the Human Factors and Aging Laboratory and Collaborations in Health, Aging, Research, and Technology Laboratory), supporting activities of the lab directors, and engaging in federally- and privately-funded research. Specific responsibilities will include the following: Recruit, screen, and schedule participants for data collection, Coordinate the day-to-day organization of multiple research studies, allocate appropriate research space and equipment, meet with participants and staff, prepare materials for each study, conduct data collection and review, enter gathered data into database, manage database, coordinate procedures and policies of the lab, ensure that standard protocols are followed, update lab manuals, keep track of certifications of lab members, ensure compliance with publications guidelines, assist with organization of research-related events (such as with community organizations), communicate with the investigators and staff, and off-site facility administrators, coordinate graduate student research assistants, undergraduates, and other staff members, supervise and direct the work of research assistants and other related duties as assigned to further the mission of the unit.

The preferred start date for this position is as soon as possible after closing date and applicants will be considered on a rolling basis until the position is filled.

**Qualifications:** An academic background in psychology, gerontology, health, human-centered computing, human factors, public health, or related field is preferred, but other backgrounds will be considered. A Bachelor's degree is required as is experience conducting research with human subjects. A Master's degree is desired, but not required.

**Required Experience:** At least one college course in research methods or direct experience conducting research; experience working with diverse groups of people; experience working on team-based projects. Also preferred is experience working with older adults and/or individuals with disabilities.

**Skills Desired:** Successful candidates will be expected to be highly organized; detail-oriented; dependable; familiar with Microsoft Office software; have excellent oral and written communication skills; have an ability to work independently and in a team environment. Excellent and demonstrated interpersonal, time management, and solution focused skills are required.

Salary: Commensurate with qualifications and experience.

Application Process/Closing Date: To ensure full consideration, candidates must complete a profile at <http://jobs.illinois.edu> and upload a letter of interest, resume, and contact information for three references by January 25, 2018 (applications will be reviewed after this date, until the position is filled). Interviews may be conducted before the closing date, although no hiring decisions will be made until after the search has closed. For more information about the position, applicants may contact:

Dr. Wendy Rogers  
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The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>